

Notice of Eligibility – Fixed Payment

INSERT TODAY'S DATE

INSERT NAME OF BUSINESS

INSERT ADDRESS OF BUSINESS

Relocation Assistance Program

Notice of Relocation Eligibility, Entitlements & 90-Day Assurance

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NUMBER

Displacee No.: INSERT DISPLACEE NUMBER

Dear NAME OF BUSINESS:

On INSERT OFFER DATE the AGENCY offered to purchase the property you occupy at INSERT ADDRESS OF BUSINESS. It will be necessary for you to move from the property.

You are eligible to receive relocation assistance in accordance with the terms and provisions of Public Law 91-646 and the implementing regulations found in 49 Code of Federal Regulations (CFR) Part 24 and Revised Code of Washington (RCW) 8.26 and the implementing regulations of Washington Administrative Code (WAC) 468-100.

Entitlement Amount

You applied for the fixed payment entitlement and submitted financial documentation for our review. Based on the documentation submitted, your business, INSERT NAME OF BUSINESS, is eligible to receive a total fixed payment in the amount of \$INSERT FIXED PAYMENT AMOUNT. This payment will make you ineligible to receive reimbursement for any other relocation expenses as described in the Relocation Assistance Program Brochure which has already been given to you.

If you decide not to go with this move option please notify me as soon as possible so I can calculate your entitlements using the other move options.

90-Day Assurance

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter.

Occupancy of Property

(Choose appropriate paragraph, Owner)

Occupancy of the property beyond the date that the AGENCY takes possession of the property will require you to sign a lease. If you enter into a lease with the AGENCY to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

(Or Tenant)

Occupancy of the property beyond the date that the AGENCY takes possession of the property will require you to sign a lease and pay economic rent in the amount of \$INSERT ECONOMIC RENT on a monthly basis. Attached is a template of a lease that you will be required to sign. If you enter into a lease with the AGENCY to rent the displacement property, nonpayment of rent may result in a loss of all or part of your relocation entitlements.

Claiming your Entitlement

You must notify me of the date you intend to move and sign an Application for Fixed Payment for Moving Expenses and a Moving Expense Agreement. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been removed, I will prepare a claim, secure appropriate signatures and submit the claim for processing and payment.

Prior to processing claims for relocation entitlements, you will need to complete Internal Revenue Service (IRS) Form W-9 Request for Taxpayer Identification Number and Certification. The AGENCY is required by the IRS to obtain this completed form from anyone to whom a payment is made. This is necessary even though relocation payments are considered non-taxable. If you have already completed this form, please inform me.

All claims for relocation payments shall be filed with the AGENCY within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later.

Right to Appeal

You have the right to appeal any determination the AGENCY should make as to your eligibility for, or the amount of, any payment. If you disagree with any determination regarding your relocation entitlements you may appeal our determination within 60 days by simply explaining your grievance and requesting an appeal in a letter to:

Agency
Attn:
Address
City, State, Zip

As previously stated, the purpose of this letter is to provide specific information as to how

Name
Date
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your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT NAME OF SPECIALIST

Relocation Specialist

Real Estate Services

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NUMBER AND FAX NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

Acknowledgment of Receipt of Letter

Signature: _____ Date: _____